

# REQUEST FOR PROPOSALS

## Minnesota Department of Corrections, Grants and Subsidies Unit Reentry and Halfway Housing Grant – Fiscal Year 2022

### I. Grant Overview

The purpose of this Request for Proposal (RFP) is to solicit proposals from counties or groups of counties to provide halfway housing and/or community housing that provides effective, evidence-based reentry services across the State of Minnesota starting in the fiscal year 2022. The Minnesota Department of Corrections is seeking grant applicants that will serve diverse populations as well as, populations experiencing inequities and/or disparities past grant funding has not adequately addressed.

This RFP does not obligate the State to complete the proposed project and the State reserves the right to cancel this solicitation if it is considered to be in its best interest.

### II. Funding Availability

**FUNDS AVAILABLE:** The funds made available will be in the amount of \$300,000. The grant is funded under the Legislative Supplemental Budget Bill HF2749, Article 4, Section 6, Subdivision 3(C). Funds may be awarded to multiple counties or groups of counties based on description of need and desired deliverable outcomes.

**TERM OF THE GRANT:** The term of the grant will be one year, with an option to extend the grant by four, one year terms based upon satisfactory delivery of services by the vendor and availability of funds. The grant is anticipated to start on July 1, 2021.

**MATCH REQUIREMENTS:** Counties receiving this grant will be required to provide a 100% match (responsible for 50% of total funds awarded to an agency) for this grant.

### III. Eligibility

This funding is to be provided to counties and or groups of counties for the purpose of contracting with area halfway houses and/or other community housing options that provides effective, evidence-based reentry services to reduce recidivism and inequities of probationers and supervised released justice involved individuals.

Respondent counties or groups of counties may choose to contract with another organization to provide some or all of the services proposed. If this is part of your proposal please disclose the organization(s) that you will be contracting with for these services and provide background information about the program.

#### **IV. Application Format and Submission**

Included with this RFP is a packet of forms and instructions, please read the material carefully and follow the instructions. Stay within the page limits for each of the forms; the limits provide sufficient space to include any and all relevant information in the proposal. The applicants must provide all the requested materials; failure to provide requested materials may be grounds for disqualification.

All proposals should be sent to Timothy Schrupp at [Timothy.schrupp@state.mn.us](mailto:Timothy.schrupp@state.mn.us). All proposals must be sent electronically, as mailed copies will not be accepted.

**All applications must be received by 4:30 PM Central Time, Monday, March 29, 2021. Late proposals will not be considered.**

All proposals submitted in response to this RFP become the property of the State of Minnesota. After the grant award has been announced, proposals may be reviewed by the public upon request.

#### **Conflicts of Interest**

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minn.Stat. §16B.98 and Conflict of Interest Policy for State Grant-Making.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

#### **V. Review Process and Timelines**

**Only applications received by the deadline will be reviewed.** Mailed submissions will not be accepted and late proposals will not be considered for a review.

February 11 2021      Request for Proposals issued

February 24, 2021      Questions deadline is no later than 12:00 PM Central Time

March 3, 2021          Questions answered and posted to the DOC website

March 29, 2021	Applications must be received at the Department of Corrections Central Office by 4:30 PM Central Time or be postmarked by that date and time.
April 2021	Grant Review Process
May 2021	Award announcement by email
July 1, 2021	Funding begins

### **Proposal Inquiries**

Prospective responders who have any questions regarding this request for proposal must submit their questions in writing via email to, [Timothy.schrupp@state.mn.us](mailto:Timothy.schrupp@state.mn.us). Questions must be received by Wednesday, February 24th no later than 12:00 PM Central Time. The answers to these questions will all be posted on the DOC website: <https://mn.gov/doc/staff-partners/doing-business-doc/request-proposals/>. It is the responsibility of each proposer to check for any RFP addenda, Question and Answer postings, and other updates posted regarding this RFP.

Other personnel are NOT authorized to discuss the RFP with responders; contact regarding this RFP with any personnel not listed above could result in disqualification.

### **VI. Grant Goals and Provisions**

It is the goal of this grant to provide halfway housing and/or community housing with effective, evidence-based reentry services to probationers and supervised releasees in counties throughout Minnesota. The housing options should help to reduce recidivism, reduce inequities and remove barriers to help assist clients to successfully reintegrate back into Minnesota Communities.

The housing is not intended to be permanent but rather to serve as a safe place to stay while working to establish prosocial connections, complete recommended programming and develop & utilize resources as they work towards the goal of attaining their own sustainable housing.

### **VII. Project Description**

This RFP is designed to solicit proposals from counties or groups of counties seeking to utilize funds in connection with community halfway houses or other community housing with effective, evidence-based reentry services, to reduce the risks of recidivism amongst justice involved individuals.

Proposals will be evaluated in terms of the application providing a statement of need including evidence supporting such need and providing services that are evidence based, reduce recidivism, reduce inequities and disparities, and remove barriers to lead to successful reintegration back in to Minnesota communities.

The need for the proposed services or programming has been established. The following tasks must be considered within the scope of the grant.

- a) Provide community housing with effective, evidence-based reentry services and housing services for supervised releasees and probationers throughout Minnesota. Housing may include halfway house placement or other housing options developed by the county.
- b) Coordinate service delivery in compliance with and due consideration of all legal, DOC policy, and local housing requirements needed to support the successful reentry for supervised releasees and probationers.
- c) Build relationships with community partners and landlords involved in providing rental properties in order to demonstrate and increase housing opportunities and positive placements for targeted releasees.
- d) Establish and maintain a good working relationship with collaborative partners that will reduce inequities and disparities.
- e) Provide reentry services using evidence-based, strength-based, or outcome-based practices that are applicable to corrections. The DOC considers programs and practices to be evidence-based when their effectiveness has been demonstrated by casual evidence, generally obtained through one or more outcome evaluations. Casual evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of change, and the extent to which a change may be attributed to the activity or intervention. Casual evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of casual evidence, based on factors described above, will influence the degree to which the DOC considers a program or practice to be evidence-based. The [National Reentry Resource Center](#), [What Works in Reentry Clearinghouse](#) and [OJP CrimeSolutions.gov](#) websites are resources that applicants can find information about evidence-based programs in criminal justice.

## **VIII. Grant Award**

Grant will be awarded to an applicant and/or applicants whose proposal(s) are conforming to the terms of this RFP and are most advantageous to the State of Minnesota, cost and other factors considered. The State reserves the right to negotiate in the grant agreement any special conditions deemed necessary to assure the applicant's successful implementation of the project.

The State reserves the right to reject any and all proposals received as a result of this RFP. The State does not intend to award any grant solely on the basis of a response made to this RFP or to pay for any information solicited or obtained.

## **IX. Selection Criteria**

This is a competitive application process. A committee of experts will review applications and make funding recommendations to the Commissioner of Corrections. Proposals will be assessed on a 100-point scale according to the following criteria:

1. **Project Description (30 Points)** (refers to Project Description – Page 3-5)

Project description will be evaluated on clarity, detail, and conciseness of the overall statement. Also, project description will be evaluated on the ability of the respondent to meet the terms of the RFP. Project description will also include a clear statement of evidence of need for such services. Counties and groups of counties who contract with community vendors must be able to demonstrate how that vendor will utilize effective, evidence-based practices to help reduce recidivism, reduce inequities and remove barriers to help assist clients to successfully reintegrate back in to Minnesota Communities.

2. **Ability to Implement the Program (30 Points)** (refers to the whole proposal)  
Applicants must demonstrate their knowledge and experience for developing, implementing, and providing housing and/or community based housing with effective, evidence-based reentry services that are proven to reduce recidivism. Proposals will be evaluated for complete and thorough response to all the information asked for in the RFP. For outcome evaluation purposes, proposals will be evaluated for maintaining a tracking system for clients' placed in halfway housing and/or community housing with reentry services. Information from the tracking system, as well as outcome measures will be reported to the DOC on a quarterly basis.
3. **Communication and good working relationship - (10 Points)**  
Applicants will show a plan for good communication between community partners, agents, case managers and other professionals involved in working directly with the clients of this project.
4. **Budget Analysis (20 Points)** (refers to total Budget, Personnel Budget, and Budget Narrative)  
Budget will be evaluated for the reasonableness of line items and total budget in relation to anticipated results. Budget forms will be assessed for the relevance and allowability of costs to the program objectives, and whether the outcomes appear achievable within the proposed budget.
5. **Other Considerations (10 Points)**  
Preference will be given to an applicant that clearly demonstrates providing housing and/or effective, evidence-based community housing with reentry services that target diverse populations.

Special consideration will be given to an applicant that focuses on the geographic distribution of these housing projects and a statement of need for services in a given area.

## **X. Project Requirements and Guidelines**

1. Funds available through this RFP are not to be used to supplant, offset or decrease the level of funding from other sources, but may be used to increase the capacity of such services.
2. Accounting procedures must be used to allow a separate identification of housing activities and the source of funding of those activities.
3. As applicable, all counties must submit the current contract with their chosen community-based vendor upon execution of the grant agreement.

4. Prospective grantee must have no record of unsatisfactory performance; have experience and/or a collaborative history to provide such housing services as proposed; have the administrative and fiscal capacity to provide and manage the requirements in this RFP.

#### **A. Evaluation and Reporting**

The grantee will be required to submit the following completed reports: a) **quarterly progress and data reports for each county**; b) **quarterly financial status reports (FSR)** which provide explanation of the financial operation of the grant. Reports may also include the challenges encountered by the grantee in each county or groups of counties. Funded counties will receive written financial guidelines and reporting procedures to follow.

#### **B. Grant Payments**

This is a cost reimbursement grant. All requests for reimbursement must correspond to the approved grant budget. The costs must also be matched by county funding. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless Minnesota Department of Corrections has given the grantee a written extension.

#### **C. Grant Monitoring**

Minn. Stat. §16B.97 and Policy on Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all State grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

#### **D. Public Data**

Per Minn. Stat. § 13.599

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by Minnesota Department of Corrections as part of the evaluation process (except trade secret data as defined and classified in § 13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

## **E. Grant Audit**

Per Minn.Stat. §16B.98 Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the State auditor, as appropriate. This requirement will last for a minimum of seven-years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **F. Grantee Bidding Requirements**

If grantee will use grant funds to hire/retain subcontracts, grantee must adhere to the following bidding requirements:

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in the Minn.Stat. §471.345

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://WWW.mmd.admin.state.mn.us/debarredreport.asp>

## **G. Voter Registration Requirement**

The grantee will comply with Minn.Stat. §201.162 by providing voter registration services for its employees and for the public served by the grantee.

## **Attachments**

- Grant Application (Exhibit A)
- Attachment A (Affidavit of Non-Collusion)

**PROJECT INFORMATION SHEET  
PROGRAM CATEGORY, FY 2022**

This form is to be used as the cover sheet for your application. Submit 3 original unstapled and 3 copies of the complete application.

<b>APPLICANT ORGANIZATION - LEGAL NAME AND ADDRESS: This is the <u>fiscal agent</u> with whom the agreement will be executed.</b>	<b>If different from applicant agency.</b>
<b>Organization's Authorized Representative &amp; Title:</b>  <b>Telephone Number:</b>	<b>Telephone Number:</b>  <b>E-mail address :</b>

<b>AMOUNT OF FUNDS REQUESTED:</b>	<b>PROJECT START DATE:</b>	<b>PROJECT END DATE:</b>
<b>SERVICE AREAS: List cities, counties, statewide, etc.</b>		
<b>Agreements will not be processed without the fiscal agent's Minnesota Tax ID# and the Federal Employer ID#.</b>	<b>MN TAX ID#:</b>	<b>FEDERAL EMPLOYER ID#:</b>
<b>STATE VENDOR NUMBER IF KNOWN:</b>		

<b>I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.</b>	
<b>AUTHORIZED SIGNATURE:</b>  <b>TITLE:</b>	<b>DATE:</b>



## PROJECT DESCRIPTION

### ***PROGRAM NAME:***

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Give a brief overview of your county or groups of counties plan to provide halfway housing and/or community housing with effective, evidence-based reentry services to clients in need. Include how long your county or groups of counties have provided housing services and your experience contracting with housing agencies in the community? If providing these services directly as a county or group of counties, what evidence-based practices do you use to support your efforts to work with such clients mentioned above?

Please use no more than eight (8) pages to address the following:

1. Describe your proposed halfway housing and/or community based housing with effective, evidence-based reentry services options which will be provided under this grant. (If services are performed directly by the county or groups of counties, please describe them in detail.)
2. Please describe the evidence-based, outcome-based, and/or strength-based services and practices that will be applied.
3. Describe your county or group of counties proposed plan to target and work with diverse populations, reduce inequities, and remove barriers for successful reintegration back in to Minnesota community for justice involved individuals served under this grant.
4. Describe how your county or groups of counties will work with community partners and with the Minnesota Department of Corrections to best fit the needs of individuals served under this grant.
5. Please describe your tracking and collection system which, at a minimum, must include entry and exit data for the housing program and outcomes produced.

**(GOALS, OBJECTIVES AND OUTCOME MEASURES)**

***PROGRAM***

**NAME:** \_\_\_\_\_

Please describe what you plan to accomplish in the grant period and how it will be accomplished. Use as many pages as needed to state the goals, objectives, and outcome measures for this program. Under “Goals”, provide a description of the intended goals to meet the needs of the clients that will be served. Applications will be evaluated on the basis of clarity, consistency and comprehensiveness as well as the degree to which the goals and objectives lead to realistic and achievable outcomes. Please make your objectives measurable. If an objective is not measurable, it may affect the proposal’s rating.

Goals	Objectives	Outcome Measures

PROGRAM PROPOSAL –Reentry and Halfway House Services for Supervised Releasees and Probationers  
 Fiscal Year 2022  
**BUDGET FY 2022**

**PROGRAM NAME:**

Service	Total proposal budget	Proposed amount requested from DOC	County Corrections (matching requirement)	Other (please specify)
Contract Services (Halfway Housing)				
Contract Services (Re-entry Services)				
Other (specify)				
<b>Total:</b>				

Submit a detailed budget and list the sources of all funds needed to meet your proposed budget for this period. Because budgets are best guess estimates, please round to the nearest dollar. Use only the space provided.

**Budget Narrative  
FY 2022**

PROGRAM NAME:

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This narrative should detail proposed expenditures for a one-year period. Explain in detail each line item charged to DOC on the Total Annual Budget form and show how expenses are estimated. List the line items in order as they appear in the budget. Provide a narrative that includes an explanation of costs such as rates for mileage, fringe benefits (i.e., FICA, PERA, life and medical insurance, pension), contract service fees, and equipment, etc. You do not need to repeat information from the personnel budget



**ATTACHMENT A**

**AFFIDAVIT OF NON-COLLUSION  
State of Minnesota Request for Proposals**

**I swear (or affirm) under the penalty of perjury:**

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to ReEntry and Halfway Housing Services Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

**Authorized Signature**

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Responder's Firm Name: \_\_\_\_\_

Authorized Representative (Please Print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_